

# Portland Public School District 1<sup>st</sup> Reading

**DATE: May 7, 2019**

## **Public Comment for the following: Policy 1.20.012-P, Student Representative Duties**

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The Portland Public School District is providing Notice of Proposed Policy Amendment to offer interested parties reasonable opportunity to submit data or comments on the proposed policies noted below.

Public comment may be submitted in writing directly to the district or through the district website noted below. Written comments must be submitted by 5:00pm on the Last Date for Comment listed below.

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**1<sup>st</sup> Reading by: Rita Moore, Chair**

Portland Public School Board

**Summary:** Student Representative Duties Policy Amendment

**Draft Policy Web Site:** <https://www.pps.net/Page/11911>

**Recommended for 1st Reading by:** Board of Education

**Policy Contact:** Rosanne Powell, Board Office Manager

**Last Date for Comment:** May 27, 2019

**Address:** P.O. Box 3107, Portland, OR 97208-3107

**Telephone:** 503-916-3741

**E-mail:** [schoolboard@pps.net](mailto:schoolboard@pps.net)

**Last Date for Comment: May 27, 2019**



# Staff Analysis and Report to the Board

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Board Meeting/Work Session Date: May 7, 2019

Senior Lead: Jonathan Garcia, Chief Engagement Officer

**SUBJECT:**

**Student Representative and District Student Council Policy, Policy 1.20.012**

## **I. BACKGROUND**

Portland Public Schools' Board of Education and Senior Leadership team is committed to strengthening the voice of students in decision-making processes impacting their school and educational experience. As such, the Board of Education, under the leadership of Director Brim-Edwards and student representative Nick Paesler, have been working to bring policy guidance and clarity to the role of the Student Representative and the District's Student Advisory Council (DSC). Over the last few months, these Directors, alongside PPS staff, have worked to strengthen the policy so that students from across all of our comprehensive high schools and alternative programs have a seat on the Advisory Council, which will serve as key advisors to the Student Representative on the Board of Education.

Moreover, as stated in the revised policy, the Superintendent has tasked the Chief Engagement Officer with identifying a key staff member who will provide direct support to the Council and Student Representative with tools and resources to represent and present the interest of the students of PPS to the administrative and policy making bodies of PPS.

This policy received an initial read at the April 8, 2019 Board Meeting but suggested changes to the policy necessitated its return to the Policy and Governance subcommittee for further review and revision. The policy attached represents the final version approved by the subcommittee to move to the full Board for approval.

## **II. RELATED POLICIES/BEST PRACTICES**

Urban School Districts—along with many smaller school communities—typically have a student representative on the Board of Education. This is an important aspect of the decision making process for these type of bodies, as their decision-making has a direct impact on the experiences of students. In addition, many of these Districts have Student Advisory Councils that serve to represent the interest of the students. It is important that for the Board of Education and the senior administration to have a equitable and diverse representative voice on any type of decision making, that we ensure all high schools in our community are represented by student perspectives. It will be the practice of the staff to galvanize the collective power of students—both on the DSC and the general student body—with having the tools, information and access to help shape decisions that impact their student experience.

## **III. ANALYSIS OF SITUATION**

The amendments to this policy provide a structural framework to guide the student representative and DSC toward the creation of a more robust student voice in the decisions made by the District.

**IV. FISCAL IMPACT**

As state in the Policy, the Superintendent will designate staff, in this case, the Office of Strategic Partnerships and Engagement, to budget "sufficient funds" to carry out the operations and events of the DSC. This includes but is not limited to at least one PPS Student Summit per school year. This will also include student professional development funds, operational expenses to conduct student gatherings (meetings, focus groups, etc.) and any other materials needed to be an effective advisory council for the student representative, Superintendent and the Board of Education.

**V. COMMUNITY ENGAGEMENT**

The Policy and Governance Committee of the Board of Education partnered with Nick Paesler, PPS Student Representative, the Chief Engagement Officer, and the District's Advisory Council to design and update the Board Policy.

**VI. TIMELINE FOR IMPLEMENTATION/EVALUATION**

During the Summer of 2019, the Chief Engagement Officer will identify a manager-level staff member to be the direct support and liaison to the District's Advisory Council. The first task, per policy, will be to develop a comprehensive Bylaws, a governing document that helps shape the role of the DSC for the upcoming school year. This will, of course, be in partnership with the DSC and the Student Representative.

**VII. STAFF RECOMMENDATION**

The staff fully recommends the support and approval of this policy. It will bring more clarity on the way in which the District's Student Advisory Council and its Student Representative operate in support of student voice in decision-making bodies.

**VIII. I have reviewed this staff report and concur with the recommendation to the Board.**

  
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Guadalupe Guerrero  
Superintendent  
Portland Public Schools

5/2/19  
\_\_\_\_\_  
Date

**ATTACHMENTS**

- A. Student Representative and District Student Council Policy-redlined
- B. Student Representative and District Student Council Policy

**PPS District Priorities FY 2018-19**

1. Set a clear Vision and Strategic Plan
  2. Create equitable opportunities and outcomes for all students
  3. Build management and accountability systems and structures
  4. Allocate budget, funding and resources focused on improving outcomes for students
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**Student Representative Duties**

The student representative has a variety of important roles and responsibilities, including representing the views of students on matters of concern to students; as time allows, participating in other events attended by Board members; encouraging the involvement of students in educational affairs; and being an articulate voice to the public on matters of concern to students.

The student representative can learn about the Board's work by attending public meetings and work sessions of the Board and receiving non-confidential materials provided to Board members.

(1) **Student Advisory Council.** The student representative shall have an advisory committee composed of one representative from each district high school. This committee shall be invited to attend all public Board meetings and shall assist the student representative.

(2) **Student Representative Election.** The student representative, as the representative of all the district's students, shall be elected by the student body of the district in the following manner:

- (a) It shall be the responsibility of each district high school student government to provide for the election of a representative from that school to the Student Representative Advisory Committee. In the event that the student government fails to promptly conduct such an election, the school administration shall ensure that the school student body has representation on the Superintendent's Student Advisory Council (SuperSAC) and a representative to the Student Representative Advisory Committee. Any such student chosen by the administration shall not be a candidate for student representative, unless such a student shall have been elected by the student body.
- (b) The Superintendent's Student Advisory Council, a council of students from across the district, shall then be convened to elect the student representative to the Board from the school representatives. It shall be ensured that the district's entire high school student body is appropriately and equitably represented throughout this process and for the final vote.



**Student Representative Duties**

- (c) The power to elect the student representative shall be solely vested in the Superintendent's Student Advisory Council; a plurality of votes cast is required to declare a student representative-elect. The council shall also have the sole authority to remove the student representative from office. Two-thirds (2/3) majority vote shall be required for impeachment and removal.
- (d) The election of a student representative-elect shall occur at least four (4) months prior to the planned departure of the incumbent. This is in order to facilitate the transition of office and provide for continuous, effective student representation.
- (e) Notwithstanding section (2)(d) of this policy, the council shall expediently fill any vacancy with a temporary appointment to complete the remainder of the term. Such may be done by designating an alternate at the time of the designation of the student representative-elect.
- (f) The representatives from each high school to the Board shall serve as the advisory committee to the student representative, provided for under section (1) of this policy.
- (g) In the event that the Superintendent's Student Advisory Council is unable to fulfill its obligations under this policy, either due to its termination or for any other reason, the council's duties shall be executed by an assembly of representatives of the students of the various schools of the district. Such an assembly shall be democratic and shall be composed in a manner, which ensures the adequate and equitable representation of the entire district high school student body. However, it shall be the responsibility of the superintendent to convene a regularly meeting Student Advisory Council.



## Board Policy

1.20.012-P

### Student Representative Duties

(3) Delimiter and Definition

- (a) Nothing in this policy shall be construed to conflict with legally given rights, responsibilities, duties, or privileges reserved for the publicly elected Board directors by state law. The term "high school" shall be construed in this policy to include all district-operated secondary academic institutions, including any special programs.
- (b) The student representative does not have an official vote in Board matters but may participate as appropriate in deliberations.
- (c) The student representative may not participate (whether in executive session or otherwise), receive materials, or render an unofficial vote in any personnel or legal matter or other matters that involve records that are exempt from disclosure under the Oregon public records law or that involve matters that may be the subject of an executive session.
- (d) The student representative shall serve for a period of no more than one year.

Policy Implemented: History: Apt 6/71; Amd 8/74; Amd 6/80; Amd 9/9/02; BA 2417; Amd 1/19



Student Representative Duties

Style Definition

The student representative

The Student Representative to the Board of Education has a variety of important roles and responsibilities, including representing the views of students on matters of concern to students; encouraging the involvement of students in educational affairs; convening student meetings to provide information and receive input about proposed actions by the Board or the District; as time allows, participating in other events attended by Board members; encouraging the involvement of students in educational affairs; and being an articulate voice to the public on matters of concern to students.

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The student representative can learn about Student Representative will be provided a complete orientation on Board governance in order to contribute to the Board's and School District's work-by-. The Student Representative will then be responsible for attending public meetings and work sessions, and events of the Board and receiving and reviewing non-confidential materials provided to Board members.

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1) District Student Advisory Council-- (DSC).

The student representative Student Representative shall have an advisory committee council composed of one representative and an alternate from each district high school. This committee, including Alliance at Benson, Alliance at Meek, Pioneer, and Metropolitan Learning Center ("District High Schools"). The District Student Council representatives shall be invited/elected by the student body of the high school.

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- a. It shall be the responsibility of each District High School student government to provide for the election of a district representative that will also be a position on each high school's Associated Student Body (ASB) or equivalent governing body. In the event that the District High School student government fails to promptly conduct such an election, the school administration and leadership advisor(s) shall ensure that the District High School student body has representation on the DSC. Any such student

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Student Representative Duties

- chosen by the administration is not eligible to be a candidate for Student Representative.
- b. Every effort should be made to promote and support equitable representation of the district's high school student body in voting and representation on the DSC.
- c. The school Student Body President shall serve as the alternate representative from each school to the DSC.
- d. The DSC shall expediently fill any vacancy with a temporary appointment to complete the remainder of the term. This will be the Student Body President of such school where the vacancy exists.

This Council shall be encouraged to attend all public Board meetings and work sessions, and shall assist the student Student Representative in their respective schools. The Student Representative shall present opportunities to members of the DSC to advise Board and district committees and task forces on issues of interest to the DSC and students.

The DSC shall adopt and maintain bylaws that are consistent with the DSC purpose and operational expectations set out in this policy.

The DSC shall receive sufficient funds from the Superintendent's office to carry out operations and events, and that will be set by the Superintendent and Board in the regular district budgetary process.

(4) Each representative elected to the DSC shall receive 1 elective credit for holding a position on the council for a year. To meet the requirements for elective credit, each representative must attend 90% of the meetings throughout the year, maintain regular communication between the DSC and the ASB or school governing body, and participate in the yearly DSC summit.

The DSC shall hold at least one PPS Student Summit per school year to promote student voice, foster connections, and promote the work of the council.

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Student Representative Duties

(e)c. ~~The power to elect the student representative~~ Student Representative shall be solely vested in the Superintendent's District Student Advisory Council; a plurality of votes cast is required to declare a student representative Student Representative-elect. The council DSC shall also have the sole authority to remove the student representative Student Representative from office. Two-thirds (2/3) majority vote of members of the DSC shall be required for impeachment and removal.

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(d) ~~The election of a student representative~~ Student Representative-elect shall occur at least four (4) ~~three~~ months prior to the planned departure of June 30. This will allow the incumbent. This is in order to facilitate the transition of office and provide for continuous, effective student representation.

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(e)d. ~~Notwithstanding section (2)(d) of this policy, the council shall expediently fill any vacancy~~ Student Representative to provide opportunities for the successor to become familiar with a temporary appointment to complete the remainder of the term. Such may be done by designating an alternate at the time of the designation of the student representative-elect the responsibilities of the position.

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(f) ~~The representatives from each Student Representative shall select a high school to the Board shall serve as the advisory committee to the student representative, provided for under section (1) on the DSC as a deputy to aid and advise the Student Representative and attend meetings and events if the Student Representative cannot be present. Representation at Board of this policy.~~

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Student Representative Duties

(g)e. ~~In the event that the Superintendent's Student Advisory Council is unable to fulfill its obligations under this policy, either due to its termination or for any other reason, the council's duties shall be executed by an assembly of representatives of the students of the various schools of the district. Such an assembly~~ Education meetings shall be democratic and shall be composed in a manner, which ensures the adequate and equitable representation of the entire district high school student body. However, it shall be the sole responsibility of the superintendent to convene a regularly meeting Student Advisory Council. ~~electd Student Representative.~~

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**Student Representative and District Student Council Policy**

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(3) Delimiter and Definition

**3) Limitations of Role of Student Representative on Board Matters.**

(a)a. Nothing in this policy shall be construed to conflict with legally given rights, responsibilities, duties, or privileges reserved for the publicly elected Board directors by state law. ~~The term "high school" shall be construed in this policy to include all district-operated secondary academic institutions, including any special programs.~~

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(b)b. The ~~student representative~~ Student Representative does not have an official vote in Board matters, but may participate as appropriate in deliberations.

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(c)c. The ~~student representative~~ Student Representative may not participate (whether in executive session or otherwise), receive materials, or render an unofficial vote in any personnel or legal matter or other matters that involve records that are exempt from disclosure under the Oregon public records or other law, or that involve matters that may be the subject of an executive session.

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(d)d. The ~~student representative~~ Student Representative shall serve for a period of no more than one year.

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Policy Implemented; History: ~~Adopted~~ 6/71; ~~Amd~~ Amended 8/74; ~~Amd~~ 6/80; ~~Amd~~ 9/9/02; BA 2417; ~~Amd~~ 15/19



**Board Policy**

**1.20.012-P**

**Student Representative and  
District Student Council Policy**

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## Board Policy

1.20.012-P

### Student Representative and District Student Council Policy

The Student Representative to the Board of Education has a variety of important roles and responsibilities, including representing the views of students on matters of concern to students; encouraging the involvement of students in educational affairs; convening student meetings to provide information and receive input about proposed actions by the Board or the District; as time allows, participating in other events attended by Board members; and being an articulate voice to the public on matters of concern to students.

The Student Representative will be provided a complete orientation on Board governance in order to contribute to the Board's and School District's work. The Student Representative will then be responsible for attending public meetings, work sessions, and events of the Board and receiving and reviewing non-confidential materials provided to Board members.

#### **1) District Student Council (DSC).**

The Student Representative shall have an advisory council composed of one representative and an alternate from each district high school, including Alliance at Benson, Alliance at Meek, Pioneer, and Metropolitan Learning Center ("District High Schools"). The District Student Council representatives shall be elected by the student body of the high school.

- a. It shall be the responsibility of each District High School student government to provide for the election of a district representative that will also be a position on each high school's Associated Student Body (ASB) or equivalent governing body. In the event that the District High School student government fails to promptly conduct such an election, the school administration and leadership advisor(s) shall ensure that the District High School student body has representation on the DSC. Any such student chosen by the administration is not eligible to be a candidate for Student Representative.
- b. Every effort should be made to promote and support equitable representation of the district's high school student body in voting and representation on the DSC.



## Board Policy

1.20.012-P

### Student Representative and District Student Council Policy

- c. The school Student Body President shall serve as the alternate representative from each school to the DSC.
- d. The DSC shall expediently fill any vacancy with a temporary appointment to complete the remainder of the term. This will be the Student Body President of such school where the vacancy exists.

This Council shall be encouraged to attend all public Board meetings and work sessions, and shall assist the Student Representative in their respective schools. The Student Representative shall present opportunities to members of the DSC to advise Board and district committees and task forces on issues of interest to the DSC and students.

The DSC shall adopt and maintain bylaws that are consistent with the DSC purpose and operational expectations set out in this policy.

The DSC shall receive sufficient funds from the Superintendent's office to carry out operations and events, and that will be set by the Superintendent and Board in the regular district budgetary process.

Each representative elected to the DSC shall receive 1 elective credit for holding a position on the council for a year. To meet the requirements for elective credit, each representative must attend 90% of the meetings throughout the year, maintain regular communication between the DSC and the ASB or school governing body, and participate in the yearly DSC summit.

The DSC shall hold at least one PPS Student Summit per school year to promote student voice, foster connections, and promote the work of the council.

The Superintendent shall appoint an individual to serve as the lead staff liaison with the DSC and the Student Representative. The Superintendent's designee shall assist the



## Board Policy

1.20.012-P

### Student Representative and District Student Council Policy

DSC and the Student Representative by providing information on school district policies, practices, and business; maintaining school representation on the DSC; meeting planning; and school and district-wide communication between the DSC and students, staff, and the Board.

The Superintendent's staff liaison shall assist the DSC in connecting with the PPS Superintendent, Board Members, district staff, and the Board office for support and information.

#### **2) Student Representative Election.**

The Student Representative to the Board of Education, as the representative of all the district's students, shall be elected by the student body of the district in the following manner:

- a. The Student Representative position shall be a student in the last year of high school.
- b. The District Student Council shall be convened to elect the Student Representative to the Board from the high school representatives.
- c. The power to elect the Student Representative shall be solely vested in the District Student Council; a plurality of votes cast is required to declare a Student Representative-elect. The DSC shall also have the authority to remove the Student Representative from office. Two-thirds (2/3) majority vote of members of the DSC shall be required for removal.
- d. The election of a Student Representative-elect shall occur at least three months prior to June 30. This will allow the incumbent Student Representative to provide opportunities for the successor to become familiar with the responsibilities of the position.
- e. The Student Representative shall select a high school representative on the DSC as a deputy to aid and advise the Student Representative and attend meetings and events if the Student Representative cannot be





**Student Representative and  
District Student Council Policy**

present. Representation at Board of Education meetings shall be the sole responsibility of the elected Student Representative.

**3) Limitations of Role of Student Representative on Board Matters.**

- a. Nothing in this policy shall be construed to conflict with legally given rights, responsibilities, duties, or privileges reserved for the publicly elected Board directors by state law.
- b. The Student Representative does not have an official vote in Board matters, but may participate as appropriate in deliberations.
- c. The Student Representative may not participate (whether in executive session or otherwise), receive materials, or render an unofficial vote in any personnel or legal matter or other matters that involve records that are exempt from disclosure under the Oregon public records or other law or that involve matters that may be the subject of an executive session.
- d. The Student Representative shall serve for a period of no more than one year.

Policy Implemented: History: Adopted 6/71; Amended 8/74; 6/80; 9/9/02; BA 2417; 5/19